

VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All Interested Candidates
SUBJECT: ICE Investigative Specialist

DATE: Nov. 3, 2010
NUMBER: V-2010-040

OPEN TO: All Interested Candidates (See Definitions)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

POSITION: N-72101 – ICE Investigative Specialist - LES-10, FP-05/05 *

OPENING DATE: November 3, 2010

CLOSING DATE: November 17, 2010

WORK HOURS: Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for Ordinarily Residents:

SALARY: Not Ordinarily Resident: \$56,323.00 gross p.a.
Ordinarily Resident: €52,060.00 gross p.a.

* Actual grade and salary will be based on the qualifications of the applicant

The U.S. Embassy in Paris seeks an Investigative Specialist for the Immigration and Customs Enforcement (ICE) unit.

BASIC FUNCTION OF POSITION:

The incumbent is an investigator for Department of Homeland Security (DHS)/ICE who independently plans, initiates, conducts and coordinates investigations involving violations of U.S. laws or other issues dealing with the security of the U.S. homeland. Major duties and responsibilities include:

- Maintains regular liaison with French and African counterparts at all levels, to include Ministers, Directors, Commissioners, members of Congress and Parliament, and also develops contacts at the working level.
- Assists U.S. Investigators, U.S. Attorneys and others in collecting and preserving evidence and translating documents for criminal and other legal court proceedings.
- May be required to travel frequently within the countries covered by this office and the United States to conduct investigations or coordinate investigative efforts between domestic offices and the law enforcement agencies of these countries.
- Reviews relevant U.S. and foreign laws and regulations, rulings issued by the Court of

International Trade and Customs and Border Protection Office of Regulations and rulings, immigration law judges and to respond to complex trade inquiries and other DHS mission critical programs.

- Helps train other embassy sections on issues related to the protection of the United States.
- Drafts complex correspondence, translates and interprets in both English and French.
- Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

College or university degree is required.

Prior Work Experience:

Four to five years of prior experience with Police, law enforcement, or security is required.

Language proficiency:

English (W-R-S), Level -4 – Fluency is required.

French (W-R-S), Level -4 – Fluency is required.

Knowledge:

Thorough knowledge of U.S. Immigration and Customs laws is required. Thorough knowledge of investigative technique including: search and seizure and the sensitive handling and interview of victims of trafficking is required. Thorough knowledge of the history, politics and socioeconomics for France and Africa, as well as the regional and local institutions and the French and African judicial systems is required.

Skills and abilities:

Ability to interpret and apply U.S. and French laws, regulations procedures, and administrative rulings when conducting complex and sensitive investigations is required. Ability to conduct research and analyze issues and propose solutions is required. Ability to work with a variety of individuals is required. Ability to communicate both orally and in writing is required. Translation/interpreting skills, in both English and French. Strong computer skills in order to prepare a myriad of written material are required. Ability to conduct PowerPoint presentations, graphical representations of statistics and trends is required. Valid driver's license is required.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA (See Definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: DS-174 (hard copies available with HR) or:
2. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Evidence of authorization to work in France:

- For a dual national, copy of the European identity card (if not an EFM).
- For a non-French citizen, copy of the carte de séjour with a valid work permit.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle or Jérôme De La Mater
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74 or 01-46-12-26-52

FAX: 01-43-12-24-36

EMAIL: bayleGB@state.gov, or DeLaMaterJE@state.gov

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
 - (1) U.S. citizen; and
 - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is

- unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
- (4) Residing at the sponsoring employee's post of assignment abroad; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

2. Eligible Family Members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily resident (OR): A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not Ordinarily Resident (NOR): An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of “ordinarily resident” below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

CLOSING DATE FOR THIS POSITION: November 17, 2010 (COB, at 5:00 p.m.)

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: GBayle

Cleared: ICE: AYu
HR: TKomons

: